STATE OF NEW JERSEY



COUNTY COUNSEL

C350000-001



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NJDE 707-13 (6									
Bureau of Archive Records Managem	s and History ent Section			<u> </u>			PAGE 1 0	<u> </u>	
REQUEST FOR	APPROVAL OF RECORDS RETENTION SCHEDU	ll F						.	
1. AGENCY NO	·	4. BUREAU, OFFICE, E TC.							
	dunty Counsel	3. DIVISI				4. BUREAU, OF	FICE, ETC.		
5. AGENCY RE	PRESENTATIVE	i	6. TITLE				7. TELEPHONE	NO	
8. SCHEDULE APPROVAL									
THE RI State This \$4	ECORDS COVERED BY THIS SCHEDULE, UPON EXPIRA OF NEW JERSEY AND WILL BE DISPOSED OF AS INDIC CHEDULE SHALL BECOME EFFECTIVE ON THE DATE /	TION OF THE CATED IN ACC APPROVED BY	RETENTIO ORDANCE THE STAT	N PERIODS, SHALL BE DEEMED TO WITH THE LAW AND REGULATION E RECORDS COMMITTEE.	HAV	E NO CONTINUING THE STATE RECOR	VALUE TO THE		
l ' 12' 2	OF AGENCY REPRESENTATIVE	DATE		10. SIGNATURE OF SECRETARY	STA	TE RECORDS COM	AITTEE		
	ers (Doherly			Waller	ے	T LANGE		DATE APPRV'D	
11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION					14. RETAIN IN		15.DISPOSITION	
						AGENCY	RECORDS CTR.	(DESTROY/	
					(X)	AGENCY	HECONDS CTH.	ARCHIVESI	
1-00.	Bail Bond Forfeitures (closed)					21 yrs and s	ubject to	Destroy	
2-00.	Bids & Proposals					further		Descroy	
_					X	6 yrs.		Destroy	
3-00.	3-00. Civil Service Hearings Files/Disciplinary Hearings					6 yrs.		Destroy	
4-00.	Condemnation Cases - consists of:					1		Descroy	
	copies of pleadings, correspondence, plans, deeds,					7 yrs. afte	•	Destroy	
	easements		,	40,		closing unless in			
						litigation			
5-00.	Contracts - General								
					l	6 yrs. after termination		Destroy	
6-00.	Correspondence					cceminacion			
	Correspondence				i	i i			
6-01.	External					2		_	
6-02.	Tabana 1					3 yrs.		Destroy	
0-02.	Internal				ĺ	Periodic		Destroy	
					}	Review		,	
6-03.	Policy					Permanent		Permanent	
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NJDE 707-15. (5/81)

Bureau of Archives and History Records Management Section REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE 1. AGENCY NO. | 2. DEPARTMENT 3. DIVISION 4. BUREAU, OFFICE, ETC. County Counsel 11. 12. RETAIN IN 15. 13. ITEM NO. DISPOSITION RECORD TITLE AND DESCRIPTION RECORDS AUD (DESTROY/ **AGENCY** (X) ARCHIVES CENTER 7-00. Desk Calendars 1 yr. Destroy 8-00. Insurance Claims 7 yrs. after Destroy settlement 9-00. Lease Agreements 7 yrs. after Destroy termination 10-00. Litigation Files (closed) and index 21 yrs. and Destroy subject to further review 11-00. Motions or Orders for the return of Monies confiscated 7 yrs. Destroy 12-00. Public Employment Relations Committee Files 7 yrs. unless Destrov PERC - Petitions concerning unfair practices in litigation 13-00. Purchase Orders (copies) X 3 yrs. Destroy 14-00. Requisitions (copies) 3 yrs. Destroy Request for Legal Opinion and Opinion Rendered 15-00. Permanent Permanent 16-00. Telephone Message Pads 1 yr. Destroy 17-00. Transcript and Witness Fee Files and index -consist of: 3 yrs. after Destroy correspondence, copies of orders, affidavits payment 18-00. Resolutions - duplicates Periodic Destroy Review

NJDE 707-13 1	5/81) NEW JERSEY STATE LIBRARY				AGEOF _	,
Bureau of Archive Records Managem	s and History ent Section			I	AGE	
REQUEST FOR	APPROVAL OF RECORDS RETENTION SCHEDUL	E				
1. AGENCY NO.	2. DEPARTMENT		4. BUREAU, OFFICE, ETC.			
<u>C</u>	ounty Counsel			4. BOTTERO, OFF	CE, ETC.	
11.	12.	14. RETAIN IN 15.				
ITEM NO.	RECORD TITLE AND DESCRIPTION AT (2)					DISPOSITION
				AGENCY	RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
19-00.	Minutes-copies					
				Periodic R	view	Destroy
20-00.	Notice of Foreclosures			3 yrs.		Destroy
21-00.	Tort Claims	·		7 yrs. afte final judge unless in litigation		Destroy
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